

OFFICE OF THE COOK COUNTY CLERK

Human Resources

118 N. Clark Street, Room 230
Chicago, Illinois 60602



STANDARD JOB DESCRIPTION Deputy Clerk of Vital Records

Job Code: 7716

Job Title: Deputy Clerk of Vital Records

Salary Grade: 24

Position I.D. No.: 0035922

Status: Shakman Exempt

Division: Vital Records

Job Summary

The Cook County Clerk's office is the official keeper for births, marriages and deaths records in Chicago and suburban Cook County. Cook County Vital Records Division provides copies of these documents to eligible individuals upon request. The Deputy Clerk of Vital Records will report to the Chief Deputy Clerk and is responsible for developing and administering uniform methods and procedures for the collection and management of the vital registry throughout the County and to uphold the quality, accuracy, and integrity of vital records. The Deputy Clerk of Vital Records responsibilities will also include administration of the County vital records registries, including development and implementation of electronic vital record systems for the collection and analysis of Cook County vital records. The Deputy Clerk of Vital Records will interact with local, state and federal agencies on laws and procedures related to vital statistics.

This position will have access to confidential and sensitive information as a part of crisis/issue management and will participate in "Confidential" meetings, communications and "Policymaking" related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

Essential Job Duties

- Plan, implement, and coordinate projects for the Vital Records Division and implementation of new and existing programs, policies, procedures and reporting.
- Interact with government agencies, attorneys and community agencies such as funeral homes, health care facilities, county clerks, physicians, and local health departments daily for the purpose of obtaining information to handle the day to day activities within the office.
- Develops parameters for coordinating and planning registry activities.
- Develops or assists in development of Vital Records related policy.
- Interprets and administers pertinent laws
- Prepares or assists in preparation of the County's budget, as related to the Vital Records Division.
- Administers and enforces regulations and legislative mandates for efficient administration of County wide system of vital record registration and issues instructions to all vital record sites.
- Assists and advises local officials and others involved in operation of system of vital record registration
- Conducts training programs to promote uniformity of procedures throughout the County in area of vital record registration.
- Prepares and publishes reports of vital record registration and statistics.
- Plans, directs, and monitors activities in the Vital Records Division to promote programmatic goals and objectives.

- Performs related duties as required.

This list represents the essential, but not the exhaustive list of tasks performed by the Position. The employee may be assigned additional duties by management as needed and required.

Minimum Qualifications

- Bachelor's degree from an accredited college or university **AND** five (5) years of full-time work experience supervising or managing employees, **OR**;
- Possession of a High School Diploma or G.E.D. **AND** seven (7) years of full-time work experience supervising or managing employees.

(Resume and application must clearly indicate duration of, and nature of work experience, for consideration in accordance with specific minimum qualifications.)

Knowledge, Skills, Abilities and other Characteristics

- Experience with vital records administration, such as ensuring rules and procedures are in place for the appropriate operation of the vital records system, County offices are supplied appropriately and following all legal procedures, records are being properly recorded and maintained, or ensuring the availability of records.
- Ability to communicate clearly and concisely, both orally and in writing with customers and management staff.
- Considerable knowledge of relevant state and federal laws, statutes, and regulations.
- Considerable knowledge of principles and practices of a statewide vital record registration system including data collection processing and retrieval procedures.
- Knowledge of and ability to apply management principles and techniques.
- Considerable interpersonal skills.
- Considerable oral and written communication skills.
- Experience and involvement in the system design, development, testing, validation, implementation, and support of electronic Vital Records systems.

Physical Requirements

- Ability to stand, sit, and kneel for long periods of time.
- Use of hands and arms is necessary to reach or use various tools or objects.
- Use of standard office equipment.
- Ability to communicate written and verbally with others.

Any offer of employer will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing.

The duties list are not set forth for the purpose of limiting the assignment of work. They are not to construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside of an employee's normal line of work.